**COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND**

UNITED STATES DEPARTMENT OF THE TREASURY

CDFI Fund ▪ 601 Thirteenth Street, NW ▪ Suite 200, South ▪ Washington, DC 20005 ▪ (202) 622-8662

# Registering, Accessing, and Submitting an Application with Grants.gov

## Information for FY 2009 CDFI/NACA Program Financial Assistance and/or Technical Assistance Applicants

## Use Grants.gov to Submit Your 2009 CDFI Program Application

The CDFI Fund requires Applicants to submit the FY 92009 application using the www.Grants.gov portal, the official website for Federal grant information and applications. Those who are returning may notice Grants.gov has undergone some minor website enhancements, which are covered in this guidance. For those who are new to the process, the following instructions provide the basic steps for registering on Grants.gov, accessing the "Application Package," and submitting your application electronically via Grants.gov.

Applicants are strongly encouraged to read the 2009 CDFI Program NOFA and Application instructions for detailed information on the funding round and related eligibility. In 2009, all components of the CDFI Program application are to be submitted electronically.

**The registration process alone can take several days to complete! Please start your registration early, submit your application early, and verify the submission is received.** Call the Grants.gov support staff if you have any questions about the process or are confused along the way. The Grants.gov help desk can be reached at **1-800-518-4726** or via email at support@grants.gov. The Grants.gov Contact Center hours of operation are Monday-Friday, 7:00 a.m. to 9:00 p.m., Eastern Time. As always, you may contact the CDFI Program helpdesk at 202-622-6355; Option 2 for Application questions.

## Step #1:  Install the Adobe Reader and PureEdge Viewer.

Grants.gov is transitioning from the PureEdge Viewer to the Adobe Reader; however, at this time Grants.gov recommends you download both applications (the PureEdge Viewer and the Adobe Reader 8.1.1 or higher).  If you have downloaded this software in the past, it is recommended you verify that you have the latest version.

❑ *For New Users*: the **Apply for Grants** Adobe Reader link on the Apply for Grants page).

❑ Select the 'Click here to download version 8.1.2 or 9.0 from Adobe's website'.  This will open another page where you click on the appropriate downloading link for your Personal Computer.

❑ Choose **Save** when the download process begins.  This will open the **Save As** window where you can designate where the program should save on your computer.  Browse to where you would like the program to save on your computer (for example, Desktop or My Documents).  Once you have browsed to where you want the Adobe Reader to save on your computer, click **Save**.  This will download the program.  Follow the screen prompts to complete the download process.

> *Tip:* Make sure that the box next to "**Close this dialog box when download completes"** is NOT checked on the Download Complete window.  However, if the Download Window closes when the download completes, you will simply need to locate the downloaded file where you saved it on your computer and open it.  Search for the filename **AdbeRdr90_en_US.exe** if you have forgotten where you saved it.

Alternatively, you can visit the download software page to ensure you have the free compatible versions of the PureEdge Viewer and Adobe Reader.  The Frequently Asked Questions about the Adobe Reader and the PureEdge Viewer (updated 6/12/08) is also very helpful.


## Step #2 Registering with Grants.gov

❑ Before you can submit your CDFI Fund application via Grants.gov, your organization must register with Grants.gov.  We recommend downloading Grants.gov's version of the instructions for "Get Started Now…"

> ❑ Or you can also go directly to the "Get Registered" screen from the Grants.Gov home page to access registration instructions.

❑ Read and follow the instructions to register on Grants.gov.

❑ CDFI Fund Guidance: If you are a first time user on Grants.gov, here is a brief summary (in addition to the "Get Started Now" guidance offered by Grants.gov) using four easy to use steps (Steps A, B, C, D) on how to begin the registration process:

• **Step A**: Obtain a Dunn & Bradstreet Universal Number (DUNS).  All institutions applying for federal grants are required to provide a DUNS number.  The federal government has adopted use of DUNS numbers to keep track of how federal grant money is disbursed.  If your institution does not have a DUNS number, call the special Dunn & Bradstreet hotline at (866) 705-5711 (U.S. and U.S. Virgin Islands) or 1-800-234-3867 (Puerto Rico) – Select Option 2, then Option 1 - or apply on their website to receive one free of charge.  **You will receive a DUNS number the same day.**  *Tip:*  **Record and protect your DUNS number yet have it available for quick reference.**

• **Step B**: Register your organization with the Central Contractor Registry (CCR).  The CCR is the primary vendor database for the U.S. Federal Government. The CCR collects, validates, stores, and disseminates data in support of agency acquisition missions.  The federal government uses the CCR as a centralized registry for all contractors and grant applicants.  CCR registration is also an element of the electronic signature process.  A handbook describing CCR and the registration process can be found at this following link.  Online registration with CCR will take about 30 minutes to complete, and can be accessed at http://www.ccr.gov/ or by phone at 1-888-227-2423.  **Your registration**

**should become active with CCR within 3-5 business days; however it is recommended that you start early to allow time for correcting any registration errors**.

When your organization registers with CCR, you must designate:

1) CCR Point of Contact (CCR POC). This individual is responsible for maintaining the accuracy and timeliness of the information in CCR's registry. Upon successful registration, the CCR POC will receive a T-PIN (Trading Partner Identification Number) that will enable him or her to update your organization's CCR information as necessary.

2) An EBiz Point of Contact (Ebiz POC). This individual will have sole authority to designate the staff member(s) who can submit grant applications on your organization's behalf through Grants.gov. The same individual may serve as both the CCR POC and as the EBiz POC.

During registration, you will also be asked to designate a special password called a Marketing Partner ID or "M-PIN." This password will be used in Step D below. ***Tip:*** **Record and protect your T-PIN and M-PIN. Also, keep track of the staff designated as Points of Contact.**

- **Step C**: Register with Grants.gov's Credential Provider: Operational Research Consultants (ORC).

Each person who will be submitting applications on behalf of your organization must first register with Grants.gov's credential provider: Operational Research Consultants (ORC). They must also be designated and registered as Authorized Organization Representatives (AORs) (check list for registering as an AOR). Before starting on this step, your CCR registration (Step B, above) must be active. **Grants.gov recommends that you wait one business day between registering with CCR and registering with Grants.gov's credential provider. However, AORs will receive usernames and passwords the same day they submit their information.**

To register, each AOR must apply for a UserID and password from the credential provider, ORC. AORs will need to know the organization's DUNS number in order to complete the process.

> ***Tip:*** We recommend that each AOR print out the ORC eAuthenication Account Confirmation and keep it for his/her records. Additionally, the organization should maintain a Grants.gov file identifying all AORs and other points of contacts provided during the registration process. These contacts must be updated as staff changes occur. Once the AOR is registered with ORC, the AOR will receive an ID and password to use when submitting application packages via Grants.gov. Note: Anyone can find, download, and complete applications. **However, only AORs can submit applications.**

- **Step D**: Register with Grants.gov. The organization's AOR(s) must register with Grants.gov at this link

Registration creates an account on Grants.gov that enables your organization to name and confirm authorization for one or more AORs and then allows the AOR(s) to submit applications on your organization's behalf. **Registration approval depends on the time it takes your Ebiz POC to log on and approve the AOR, but approval can occur the same day. The system will not accept an application submission until the AOR registration has been approved.**

# Step #3: Access and Save Application Materials

To start completing the 2009 CDFI Program Application, you must access the Application Package and save it to your computer.

❑ Go to www.grants.gov and look under the 'For Applicants' tab along the left side of your screen for the link **Apply for Grants**.

❑ Next, select the link next to Step 1: **Download a Grant Application Package** (which leads to the page Pictured below)
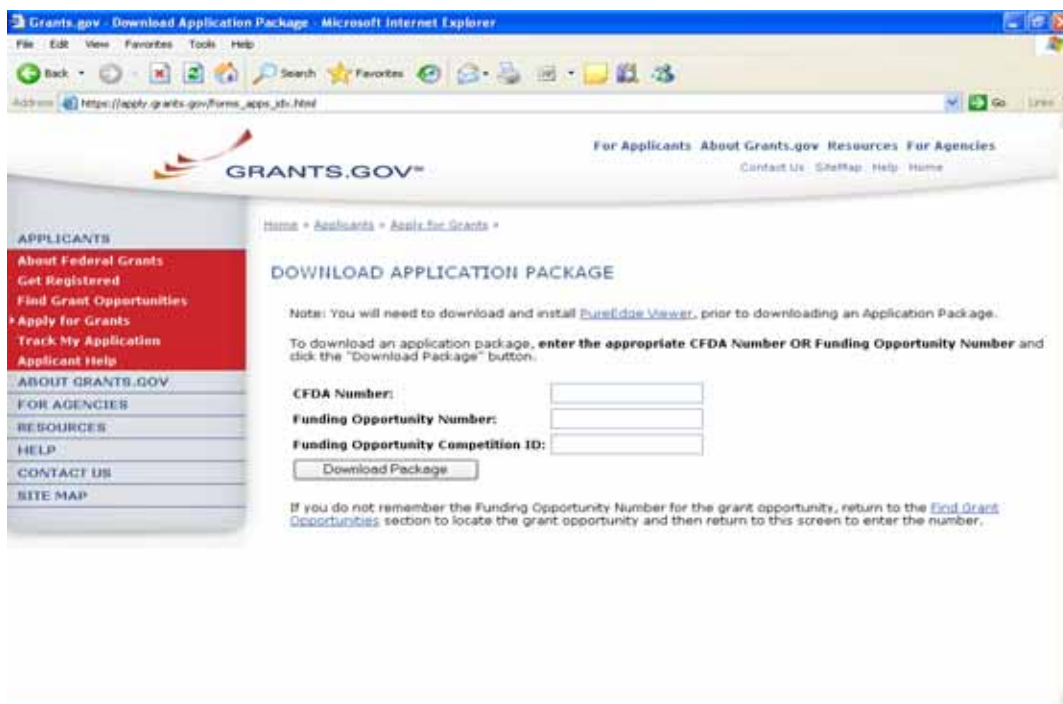


❑ You have the option of entering the CFDA Number or the Funding Opportunity Number to find the CDFI Program 2009 Application Package. You must complete at least one of these fields to download an application. Enter either number in the box provided and click **Download Package.**
  − CFDA Number: **21.020**
  − Funding Opportunity Number: **CDFI-2009-FATA.**

❑ This will take you to the **Selected Grant Applications for Download** screen.

| CFDA | Opportunity Number | Competition ID | Competition Title | Agency | Instructions & Application |
|---|---|---|---|---|---|
| 21.020 | CDFI-92009-FATA | | | DOT CDFI | download |

(Note: If you use the search function under Find Grant Opportunities, please note that you will get multiple options for the CDFI Program application. Be sure to choose the most recent posting.)

❑ Under the Instructions and Application header (see above) click **download** to access the Download Opportunity Instructions and Application screen (below).

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**Download Opportunity Instructions and Application**

You have chosen to download the instructions and application for the following opportunity:

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**CFDA Number:** 21.020: Community Development Financial Institutions Program
**Opportunity Number:** CDFI-2009-FATA
**Agency:** DOT CDFI
**Opening Date:** 08/01/2008
**Closing Date:** 10/29/2008

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

[                    ] Submit

Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. **Download Application Instructions**

2. **Download Application Package**

This page will allow you to download an Application Package (which includes the SF-424) and the Application Instructions (including templates for all the Application Materials). *Tip:* **See below for instructions on completing the Download Application Package materials (Step 4).**

❑ First: Click **1. Download Application Instructions** to download the Application Materials.
❑ Choose **Save** during the download process and then **Open Folder** when done downloading. Double-click on the saved Zip file and a list of documents opens up like below:
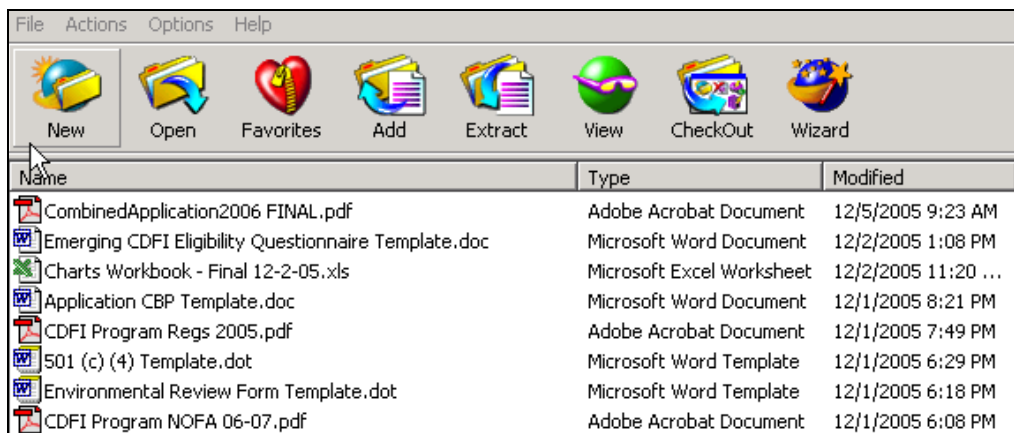


❑ Under **Actions**, choose **Select All** then **Extract** to copy all files to your computer.
❑ You may now complete your FY 2009 CDFI Program Application. This includes drafting your responses to the CBP and completing the Applicant Charts workbook. See Attachment #2 at the end of this document for a detailed list of files to upload. *Tip:* **The documents you just downloaded does not include the SF-424 – see below (Step 4) for instructions on accessing, completing, and submitting the SF-424.**

# Step #4:  Create and Save the PureEdge "Grant Application Package" File

❑ Return to the **Apply for Grants** page of Grants.gov, click on option 1. **Download Application Package** to then return to the **Download Opportunity Instructions and Application** page (see below):

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**Download Opportunity Instructions and Application**

You have chosen to download the instructions and application for the following opportunity:

**CFDA Number:** 21.020: Community Development Financial Institutions Program
**Opportunity Number:** CDFI-2009-FATA
**Agency:** DOT CDFI
**Opening Date:** 08/01/2008
**Closing Date:** 10/29/2008

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

| | Submit |
| --- | --- |

Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

**1. Download Application Instructions**

**2. Download Application Package**

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❑ Click option 2, **Download Application Package**.  Answer **Save** when asked if you want to save the file, and click on **Open** when the file download completes. This opens a file (see picture below) using the Adobe software where you will complete the SF-424 and upload the Application Materials that you completed offline (e.g., the Comprehensive Business Plan, the Application Charts, etc.).

❑ Save the Grant Application Package to your computer by Clicking on **Save** at the top of the screen. Note: A warning message may appear informing you that one or more of the items in this form contains an invalid value and asks if you want to proceed anyway. Click Yes.

   – In doing this, you are creating an Adobe file that you will be able to return to later. Therefore, you need to save this file to a place you will remember on your computer. The Fund recommends saving this file to your desktop so that it will be easy to find later.

   – The Application Package must be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process. You can save your application at any time by clicking the "Save" button at the top of your screen. The "Submit" button will not be functional until the SF-424 is complete and saved.

❑ Enter a file name for the Grant Application Package in the **Application Filing Name** field.

**Note: Do not click the submit button on the Grant Application Package form until you are ready to submit the complete Application Package for review.**

# Step #5: Completing the SF 424

❑ To open the saved **Grant Application Package** file, go to your Desktop (or where you saved it), and double click on the file.

❑ In the box on the left side of the screen labeled **Mandatory Documents** select **Application for Federal Assistance (SF-424),** and then click on <u>Open Form</u> below the box to open the SF-424.



❑ You can enter data on the SF-424 (see next page for visual) at various times. Click <u>**Close Form**</u> to save.
  – See notations in Attachment 1 about how to complete the individual SF-424 fields.



❑ **Verify that all data is correct!** Note: The SF-424 is stored within the Grant Application Package document that you save to your computer. It is important to note the location of the document when you initially "Save" the Grant Application Package. That document is an Adobe file which includes both the SF-424 and the identification of all the application material (Attachments) to be transmitted when you hit the submit button.

## Step #6: Uploading Application Attachments for Final Submission

❑ After you close out of the SF-424, you return to the **Grant Application Package** screen.

❑ From the box on the left labeled **Mandatory Documents:** select **Attachments** then click on **Open Form**. A table will open allowing you to upload each of the documents you've completed:



❑ Use one row per document to upload all required templates for a complete Application. See Attachment 2 for additional details on which forms are required. Click **Close Form** at top of screen when all documents have been added. When you close this form, you return to the Grants Application Package screen.

❑ Make sure that the required file (i.e., the CBP template) is included within the Attachments list. Verify by selecting **Attachments**, then clicking on **Open Form**.

❑ Also Make sure the file is named Appropriately – for example – the file name should be Application CBP and Charts Workbook as applicable. The Matching funds PDF should be all inclusive (please do not submit multiple PDF attachments for Matching funds).

**NOTE: APPLICANTS WILL NOT HAVE AN OPPORTUNITY TO PROVIDE MISSING ATTACHMENTS.**

# Step #7: Submitting the Final Grant Application Package

❑ From the Grants Application Package screen, select **Application for Federal Assistance (SF-424)** from **Mandatory Documents**. Click on the <u>arrow button</u> between the two boxes to move the SF-424 to the box on the right box labeled **Mandatory Documents Completed for Submission**.

❑ Follow same procedure to move the **Attachments** to the **Mandatory Documents Completed for Submission** box.



❑ Next from the top of the screen click **<u>Check Package for Errors</u>**. Make changes as necessary based on each error found in the package.

> ❑ When you are sure you have corrected all errors and have placed all required documents into the **Mandatory Documents Completed for Submission** box – then you are ready to submit your Application Package.

❑ By clicking **<u>Submit</u>**, you are sending the SF-424 plus the Attachments to the Fund as your final submission.

<div align="center">

**NOTE: APPLICANTS WILL NOT HAVE AN OPPORTUNITY TO PROVIDE**

**MISSING ATTACHMENTS.**

</div>

❑ After pressing the Submit button, the AOR will be prompted to supply the valid User ID and Password and select **<u>Login</u>** in order for the submission process to be completed (see picture below). If you are not authorized to submit, or your organization is not fully registered with Grants.gov, you will receive an error message. Only Authorized Organization Representatives (AORs) are able to submit applications on Grants.gov.

❑ Select **<u>Sign and Submit Application</u>** once you read and agree to the terms (see picture below).



# CONGRATS!
## You have now completed your application submission!

# Selected Grants.gov FAQs for CDFI Fund Applicants

The following are just a few frequently asked questions (FAQs) the Fund has received.  A more comprehensive list of Grants.gov FAQs can be found at this link

- ***What if the submit button on the Grant Application Package does not become active?***

  The Submit button will not become active until the application has been completed and saved.

  1) Click on the **Check for Errors** button to run the error check.  Address each error that is noted.

  2) Check to make sure that there are no remaining yellow fields on any forms.  If there are, you will need to complete those fields.

  3) Also, make sure that you have attached all of the required documents.

  4) Finally, make sure all mandatory forms have been completed and the forms have been moved to the **Mandatory Completed Documents for Submission** box.  The Save button should be clicked AFTER all documents have been moved to the **Mandatory Completed Documents for Submission** Box.

- ***How do I know that Grants.gov has received my application?***

  Upon successful submission, the person registered with Grants.gov as the Authorized Organization Representative (AOR) for you're the organization will receive automated email messages with updates on the progress of the application through the system.  Over the next 24 to 48 hours, the AOR should receive two emails.  The first will confirm receipt of the application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system and sent to the CDFI Fund, or has been rejected due to errors.  If you do not receive these emails, you should call the Grants.gov Help Desk at 1-800-518-4726 to check on the application status.

- ***How can I check a submitted application's status?***

  The AOR can monitor the processing status of the submission within the Grants.gov system by using the following steps:

  1) Go to https://atapply.grants.gov/ApplicantLoginGetID

  2) Login to the system using the AOR user ID and password.

  3) Click on the "Application Status" link at the left of your screen.

- ***Are there different instructions for MAC Users?***

  If you do not have a Windows operating System, you will need to use a Windows Emulation Program to submit an application using Grants.gov.  For additional information, review the PureEdge Support for Macintosh white paper published by PureEdge and/or contact Grants.gov Customer Support for more information.

- ***Who should we contact if we have questions?***

  We strongly encourage you to call the Grants.gov support staff if you have any questions about the registration and submission process or are confused along the way.  The Grants.gov staff can be reached at 1-800-518-4726 or via email at support@grants.gov.  The Grants.gov Contact Center hours of operation are Monday-Friday, 7 a.m. to 9 p.m., Eastern Standard Time.  The CDFI Program helpdesk number is **202-622-6355**; **Option 2.**

# Attachment #1: Clarification on Fields in the SF-424

**Required fields are prefaced with an asterisk (*).**

| Field | Instructions |
|---|---|
| * 1. Type of Submission: | ❑ Select Application. |
| *2. Type of Application: | ❑ Select New. |
| *3. Date Received: | ❑ Automatically filled by the system upon submission – no entry necessary. |
| 4. Applicant Identifier: | ❑ Automatically filled by the system upon submission – no entry necessary. |
| 5a. Federal Entity Identifier: | ❑ Leave blank |
| *5b. Federal Award Identifier: | ❑ Enter 21.020 |
| 6. State use only: Date Received by State: | ❑ Not Applicable – leave blank. |
| 7. State use only: State Application Identifier: | ❑ Not Applicable – leave blank. |
| *8a. Applicant Information: Legal Name: | ❑ Enter the legal name of the Applicant. |
| *8b. Employer/Taxpayer Identification Number (EIN/TIN): | ❑ Enter the Applicant's EIN/TIN. You will need to print a copy of the SF-424 as the cover page to the paper attachments. The Fund will use the EIN/TIN to match the paper attachments to the electronic submission. |
| *8c. Organizational DUNS: | ❑ Enter the Applicant's DUNS. The electronic signature will not work unless the DUNS matches the CCR registration information. |
| *8d. Address: | ❑ Complete all fields with the mailing address of the Applicant. Include the 9-digit zip code. |
| 8e. Organizational Unit: | ❑ Organizational Unit – leave both boxes blank. |
| *8f. Name and contact information of person to be contacted on matters involving this application: | ❑ Enter a Contact Person, separate from the AOR, who can answer questions about the submission. You will enter AOR info in #21. If there is no other contact, enter the AOR's info in both sections.<br>❑ Organizational Affiliation: leave blank. |
| 9. Type of Applicant: | ❑ Select the most appropriate description from list of dropdown options. |
| *10. Name of Federal Agency | ❑ Pre-filled with Community Development Financial Institutions – no entry necessary. |
| 11. Catalog of Federal Domestic Assistance Number / CFDA Title: | ❑ Pre-filled -- no entries necessary. |
| *12. Funding Opportunity Number / Title: | ❑ Number: Pre-filled with CDFI-FATA-09.<br>❑ Title: enter CDFI Program 2009. |
| 13. Competition Identification Number: | ❑ Leave blank – no entry necessary. |
| 14. Areas affected: | ❑ Leave blank |
| *15. Descriptive Title of Applicant's Project: | ❑ Enter Applicant's Name and FA, TA, or FA+TA Application for (as applicable). I.e., "ABC Loan Fund FA+TA Application" |
| *16. Congressional Districts of Applicant / Program/Project: | ❑ See www.house.gov to find congressional district. Use same for both boxes. |
| *17. Proposed Project | ❑ Start Date: Enter 10/1/2008; End Date: Enter 09/30/2011. |
| *18. Estimated Funding $: | ❑ Enter total award request for Federal and Total, enter zeroes in other boxes. |
| *19. Is Application Subject to Review by State…: | ❑ Select option C. |
| *20. Is the Applicant Delinquent: | ❑ Answer and provide Explanation if Yes selected. |
| *21. Applicant Certification / Authorized Representative: | ❑ Click the "I agree" button.<br>❑ Complete all fields for Authorized Organization Representative (AOR) information. |

## Attachment #2: Application Components and Submission Procedures

| Application Component | Prepare In… | Submit via… | TA Only Applicants vs. FA Applicants |
|---|---|---|---|
| **Standard Form (SF) 424** | Grants.gov Online Form | Grants.gov | **Both TA Only Applicants and FA Applicants:** <br>• Complete form online. |
| **Documentation of EIN** | myCDFIFund | Grants.gov | **Both TA Only Applicants and FA Applicants:** <br>• Documentation from the IRS of their own unique EIN. |
| **Signature Page** | myCDFIfund Online Form | myCDFIFund | **Both TA Only Applicants and FA Applicants:** <br>• Complete form in myCDFIFund account online. |
| **Environmental Review Form** <br>**501 (c)(4) Certification** <br>**Assurances and Certifications** | MS Word Templates | Grants.gov | **Both TA Only Applicants and FA Applicants:** <br>• Environmental Review Form and the 501(c)(4) Certification (if applicable): <br>• Complete MS Word Templates. <br>• Assurances and Certifications: Electronic Signature on the SF 424 certifies this form – it is not necessary to submit a separate copy. |
| **Emerging CDFI Certification Eligibility Application** | MS Word | Grants.gov | **FA Applicants:** <br>• Not Applicable – FA Applicants must already be certified or submit a certification application by TBD. <br>• TA Only Applicants: <br>• If not certified as a CDFI:  Complete in MS Word. |
| **Comprehensive Business Plan (Narrative)** | MS Word | Grants.gov | **Both TA Only Applicants and FA Applicants:** <br>• Complete MS Word template. |
| **Application Charts** | MS Excel | Grants.gov | **Both TA Only Applicants and FA Applicants:** <br>• Complete all applicable charts in the Excel Workbook. |
| **Matching Funds Documentation** | PDF | Grants.gov | **FA Applicants:** <br>• Scan originals into PDF and submit as an electronic attachment in Grants.gov. Be sure to name your PDF "Matching Funds" |
| **Financial Statements** | PDF | Grants.gov | **Both TA Only Applicants and FA Applicants:** <br>• Scan originals into PDF and submit as an electronic attachment in Grants.gov. |

# Attachment #3:  Application Deadlines

## Deadlines are as follows:

- **SF-424 and all Attachments via Grants.gov and myCDFIFund:**  submitted by **Wednesday, October 29, 2008, 12:00 Midnight EST**.

- Important Related Deadline – Wednesday, October 1, 2008, 12:00 Midnight EST.
    1. Certification Applications are due from non-certified Applicants seeking FA funds. Certification applications must be submitted no later than Wednesday, October 1, 2008, 12:00 Midnight EST.
    2. Certified CDFI applicants must submit the "Certification of Material Events Form" by Wednesday, October 1, 2008, 12:00 Midnight EST.  Form must be faxed to the CDFI Fund office 202.622.7754.


Both the **CDFI Certification Application** and the **Certification of Material Events Form** can be found on the CDFI Certification page of the Fund's website